

Directions for researching Buy Indiana policy categories 4 and 5

Whenever your recommendation is to award to an out-of-state vendor, you should first check to see if the vendor is on the “top 500” lists. To check this send an email to buyindianainvest@idoa.in.gov the vendor’s name, address and Federal tax ID.

You will receive a response in generally 24 to 48 hours. If the response is that they are listed on the “top 500” company lists, you will then need to see if the vendor has updated his bidder profile in the bidder database. To check this you will need to navigate in PeopleSoft to the bidder database.

The navigation is as follows: Sourcing ► Sourcing Home Page ► Administration ► Update Bidder Profile ► Bidder Search Page (see picture to complete) ► Select Vendor (by clicking on record) ► Buy Indiana Tab

The screenshot shows a web browser window titled "Sourcing Home Page - Microsoft Internet Explorer". The address bar displays "https://financial.gmis.in.gov/psp/fsp/EMPLOYEE/ERP/c/AUC". The page has a blue header with the word "INDIANA" in large letters. Below the header, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. A "New Window" and "Help" link are also present. The main content area is titled "Soi Auc Bid Cntct" and contains the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a section titled "Find an Existing Value" with a search form. The form includes fields for SetID, Bidder ID, Name 1, First Name, Last Name, Status as of Effective Date, Company Identification Number, Email ID, Telephone, and ID Number. Each field has a "begins with" dropdown menu. A checkbox for "Case Sensitive" is also present. At the bottom of the form are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". A text box on the right side of the form provides a legend for the search criteria: Always STIND, # Assigned by PeopleSoft, Name of registration submitter, First Name of submitter, Last Name of submitter, Always Active, Name of the Company, Email of submitter, Phone number submitted, and Tax ID number of company.

Field	Search Criteria
SetID:	Always STIND
Bidder ID:	# Assigned by PeopleSoft
Name 1:	Name of registration submitter
First Name:	First Name of submitter
Last Name:	Last Name of submitter
Status as of Effective Date:	Always Active
Company Identification Number:	Name of the Company
Email ID:	Email of submitter
Telephone:	Phone number submitted
ID Number:	Tax ID number of company

At the Buy Indiana Tab you need to verify if the vendor has chosen category #5, if they have not you will have to contact the vendor and have them update their profile.

If the vendor does not qualify under category #5 of the Buy Indiana policy the next step will be to contact the vendor to see if they believe that they could qualify under category #4's definition of a Substantial Capital Investment in Indiana.

The definition is a company who can demonstrate a minimum capital investment of \$5 million or more in plant and/or equipment or annual lease payments of \$2.5 million or more shall qualify as an Indiana business under category #4. If an out of state company does not meet one of these criteria, it can submit documentation/justification to the State for review for inclusion under this category.

Again if the company does qualify then have them update their profile and verify once they have done the update as described earlier.

Once you have verified the company has updated their bidder profile to show they qualify as an Indiana business, you can complete your processing of the award.

This is a win-win-win for the vendor, agency and the State. For the agency this will increase your agency's dollars spent with Indiana companies and also will speed up your processing time, because the purchase will not have to be delayed in the out-of-state process. For the vendor it will allow some to obtain more business with the State because they are now an "Indiana" business. The State gains because the State will get more competition from vendors who can provide better products at better prices.